

**BRIDGPORT PUBLIC SCHOOLS**  
**CERTIFIED STAFF HIRING PROCEDURES**

**All Levels**

- a. Hiring will be accomplished by representative committees in each area of hire.
- b. All internal candidates, who meet stated qualifications, **MUST** receive an interview.
- c. Each committee must have the identical, pre-determined set of questions and a rubric for scoring. The questions set forth are used to judge the quality of answers for each candidate.
- d. All candidates who have been interviewed, for any position, will receive written notification of the result.

**Administrative Staff\Central Office\Senior Leadership Team**

- a. The committee will consist of two members of the Senior Leadership Team, as selected by the Superintendent, two presently serving principals and the Superintendent of Schools.
- b. All applicants will be screened by the Director of Human Resources to ensure that required qualifications for the position have been met.
- c. All internal candidates, who have met the required qualifications for the position, **MUST** be granted an interview.
- d. The interview must have the same pre-determined set of questions for each candidate. The committee will have a rubric to score answers.
- e. The highest scoring three (3) finalists will be interviewed by the Personnel Committee of the Board of Education in executive session for recommendation to the Superintendent.
- f. The final interview and decision will rest with the Superintendent.

## **Principals**

- a. All candidates will be screened by the Director of Human Resources and one member of the senior leadership team to ensure that required qualifications have been met.
- b. The School Committee, which must be the same committee for all candidates, shall consist of one (1) principal from another school, at least three (3) teachers, the school's PAC president/or designee and a parent from the School Governance Council/or designee and one member of the Senior Leadership Team.
- c. All qualified internal candidates MUST have an interview.
- d. The School Committee must use the same pre-determined set of questions which each candidate answers. The answers are scored with a rubric for quality of answers. A writing prompt is required of all candidates. Candidates will have a choice of three (3) topics on which to write.
- e. Qualified candidates will then be scheduled for interviews with the School Governance Council by the Facilitator of the National Network Partnership.
- f. The top finalists (dependent on the range of scores and principal discretion) will be forwarded to the School Governance Council for interviews.
- g. At least two (2), but not more than five (5) finalists, as scored by the School Committee, are sent to the School Governance Council. The School Governance Council then interviews and ranks these candidates. The results are sent to the Personnel Committee of the Board of Education. The Personnel Committee interviews and sends the School Governance Council's recommendations to the Superintendent.
- h. The final interview and decision will rest with the Superintendent.

## **Assistant Principals**

- a. All candidates will be screened by the Director of Human Resources and a member of the senior leadership team to ensure that required qualifications have been met.
- b. The School Committee, which must be the same committee for all candidates, shall consist of one ( 1 ) principal from another school; at least three (3) teachers from the school; the school's PAC president/or designee; a parent from the School Governance Council and one (1) member of the Senior Leadership Team.
- c. All qualified internal candidates MUST receive an interview.
- d. The School Committee must have the same pre-determined set of questions for each candidate. Answers are scored with a rubric for quality of answers. All candidates must submit a writing sample. The candidate will have a choice of three (3) topics on which to write.
- e. Qualified candidates will then be scheduled for interviews with the School Governance Council by the Facilitator of the National Network Partnership.
- f. The top finalists (dependent on the range of scores and principal discretion) will be forwarded to the School Governance Council for interviews.
- g. At least two (2) but not more than five (5) candidates, based on scores of the School Committee and recommendation of the School Governance Council, will then be interviewed by the BOE Personnel Committee. The recommendation of the School Governance Council will then be forwarded to the Superintendent.
- h. The final interview and decision will rest with the Superintendent

## **Teachers**

- a. The School Committee will consist of the Principal and/or the Assistant Principal, at least two (2) teachers and the PAC president/designee. This committee must be the same committee for each candidate interviewed.
- b. The School Committee will interview at least five (5) candidates, if they are available.
- c. All qualified internal candidates **MUST** have an interview.
- d. The School Committee must have the same pre-determined set of questions which each candidate answers. Those answers are scored with a rubric for quality. A writing prompt is required for all finalists that are selected. The candidate will have a choice of three (3) topics on which to write. The topics are selected by the principal.
- e. The finalist chosen must teach a model lesson before being hired.
- f. The final decision rests with the Principal.

Approved on 10/27/2014